

LEGISLATIVE ADMINISTRATION

The first meeting of the Legislative Administration Committee was called to order by Chairman Jerry Metcalf. Members present were Representatives Metcalf, Magone, Quilici, Lory and Meyer. Also attending the meeting were Martha McGee, Chief Clerk; Art Noonan, Assistant Clerk; Diana Dowling, executive Director of the Legislative Council; John LaFaver, Legislative Fiscal Analyst; Speaker Gerke, and Minority Leader Ramirez.

Chairman Metcalf introduced everyone, and then called on Rep. Joe Quilici to give a run-down on the members duties. Rep. Quilici briefly outlined the duties, specifying the need for this committee to determine salaries for the House Staff; help the Speaker in any way they could, and to work closely with the Sergeant-at-arms and Chief Clerk's offices. He also said the members of this committee should keep an eye on the House Staff and help resolve any problems that may arise regarding the attaches. Rep. Quilici said the House was in need of another speaker on the left side of the chambers.

There was some discussion regarding the need for an additional speaker to be installed in the House Chambers, and Martha McGee said the cost of one would be approximately \$300.00-\$400.00.

The next item of business was some proposed changes regarding the Business Office; Speaker Gerke suggested that the Business Office as it now stands be abolished entirely, and that each House determine a method of having a business office, keeping them separate. Speaker Gerke suggested the Sergeant-at-arms act as the Business Manager for the House, and he also said he thought this matter would have to come up before the Rules Committee prior to the actual change being made. He further explained that by each House having their respective Business Managers, one step in obtaining supplies would be eliminated, and that this would in turn save on expenses.

The Speaker then spoke of researchers and the need thereof. He expressed his opinion that there were an over-abundance of researchers last session, and that perhaps this committee could determine whether or not to hire as many this session. Speaker Gerke suggested that as the session progressed, if more were needed, they could then consider the matter, but he would like to propose they be kept at a minimum, again stressing the expense of having so many. He also suggested that the researchers could be obtained through the Legislative Council, since they already had some on staff. Diana Dowling was asked about this matter, and she explained that they had Interns, who were paid \$3.00 an hour, also obtaining school credits for their working hours, and that they could be available to assist the Representatives.

Rep. Lory expressed his opinion that there was probably something in the Rules regarding this matter, and the members agreed to look into this further.

The members voted regarding Speaker Gerke's recommendations concerning the Business Manager, and came to a unanimous decision that they

would make that recommendation to the Rules Committee.

Speaker Gerke spoke briefly regarding the hiring of Joann Woodgerd as a consultant on the election laws, and this committee agreed that if she were needed, she could be hired through the Legislative Council.

The next item of business was the hiring of a Chaplain, and it was not resolved at this meeting; however, Speaker Gerke said he would obtain someone.

Chief Clerk Martha McGee presented the list and applications thereof of the proposed staff to be hired for the House. She gave a brief resume of each applicant and the applications were passed around to the members for their inspection.

Speaker Gerke suggested that perhaps one secretary could suffice for two committees in certain instances. There was some discussion as to committee secretaries and which committees would fit into this category. Rep. Quilici submitted an application also at this time, which was passed around to the members. Martha McGee explained to the members that she had not completed the proposed hiring of the entire staff yet, as there were, at this time, a lack of stenographers, and she had not listed typists nor permanent pages, but would present more names to the committee at their next meeting.

Diana Dowling inquired as to the hiring of a permanent page for the Minority Leader. A brief discussion followed, and the members determined that the Speaker, Minority Leader and the Chief Clerk each were entitled to have a permanent page. Speaker Gerke said he did not believe it was necessary for him to have a permanent page, and said he could use a page from the floor. It was decided that the Chief Clerk's office definately had the need for one, however, as the page in that office did a number of things besides running errands.

At this point Rep. Lory moved that the proposed list of the House staff submitted by Martha McGee be accepted for the hiring thereof. The members voted and it was unanimous.

Martha McGee then gave a report on salary for the staff, explaining the importance of arriving at a decision soon, as some of the people who came from out of town would not be able to wait until February to receive a payment. She further explained the time periods of the State pay-plan and the need for tying in with their computers. A tentative schedule of grades and steps used by the State was distributed to the members for their further study and it was determined that at this time, they would not act upon it.

Rep. Quilici suggested to the members that they try to raise the salary of the Chief Clerk, as by job discription, prepared by Mr. LaFaver, a comparable job should be a Grade 20, and the pay should correspond to that grade.

Diana Dowling referred to House Joint Resolution, No. 6, which she said the Senate was using as a guide-line for determining the pay for attach

More discussion followed regarding this matter and it was determined that there would have to be some changes in HJR #6, if it were to be used as a guide-line for this session. Sub-section Number 4 would have to be changed. The members agreed to use HJR #6 as a guide-line in re-submitting it for the session.

Martha McGee informed the committee members that she had placed an ad in the paper for personnel, explaining that Equal Opportunity Employment Advertising requirements dictated this to be done.

The hiring of an aide for Rep. Gould was then discussed, and the members agreed to the hiring of Betty Shutt, who Rep. Gould had requested, but decided to consider the exact salary at a later date.

Martha McGee then gave a report on the ordering of the House books needed for the session, and other items that had to be ordered prior to this meeting due to the time-frame. Diana Dowling also explained that though the rules specified some of these items would ordinarily be put out on bids, there simply wasn't the time. The Chief Clerk was elected at the caucus, and until that time, really had no authority to do any buying for the session. Speaker Gerke said something should be done about this with the Rules Committee to clarify the matter as it was not workable as it now stands.

The members, in order to set the record straight, voted to approve the purchasing of the items needed for the House which had to be ordered prior to this time.

The voting machine was discussed and the poor condition thereof. Martha McGee informed the members that she had inquired as to the repairs and maintenance of the machine, and she was told there simply was not a back-up printer to be had. Speaker Gerke said the machine was really antiquated and they should consider purchasing a new one. Martha McGee also reported on the voting paper ordered, and there was some discussion on the amount needed and the records of last session's use. Diana Dowling explained that with the Council now keeping records of the purchases, they would have a complete and clear record for the next session, but there were not exact records to refer to at this time. Martha McGee explained to the members regarding the cleaning and servicing of the typewriters. Discussion followed, with Rep. Meyer suggesting they look into other firms, other than IBM to compare prices etc. However, again due to the short time remaining before they would be needed, the Chief Clerk was allowed to go ahead with IBM.

The meeting was adjourned at 12:45 for a lunch break, and was called to order again at 2:00 P.M. by Chairman Metcalf; he introduced John LaFaver who spoke of the State pay-plan, and referred to HJR #6, which defined the action of the House in determining the pay-plan last session. He pointed out the steps and grades to be considered, and presented the members with several alternatives in considering the plan. Mr. LaFaver suggested that each employee be given one step raise for each session served-that that would be in line with what the State employees receive. He pointed out that the classification of the Chief Clerk's position according to job description, was a Grade 20, and that in the past that position was underpaid. Mr. LaFaver also said that it was quite clear in HJR #6 regarding this matter, and that he specifically wished to bring this to the attention of this committee.

Rep. Quilici supported this opinion, saying that this committee should sit down and negotiate until a satisfactory figure was arrived at, and do whatever it takes to get that salary where it belongs.

Speaker Gerke said we should find out what the Senate was doing regarding this matter, and that we should try to find an agreeable figure for the comparable job in the Senate, taking into consideration the number of sessions served in the past. He also agreed that they should refer to HJR #6, which was set by the Legislature as a guide-line, in determining the pay-plan for the attaches.

Chairman Metcalf suggested to the members that this item be shelved for the time being, thereby giving the members time to study the charts which were distributed regarding the pay-plan (attached), and that they would take it up at the next meeting.

The next item of business was the report of the Sergeant-at-arms (see attached). Sergeant-at-arms Meyer gave his report on his proposed list of staff for the Sergeant's office, and submitted the applications thereof for the committee's approval. Sergeant Meyer requested the need of a person for a supply clerk, as with the change of handling the supplies one would be needed. He further explained his plan for the hiring of the security guards, having them work four-hour shifts, rather than eight hour shifts, thereby giving more young people a chance to earn some money. The members of the committee agreed by consent, rather than taking a formal vote, to accept the Sergeant-at-arms' proposed list of staff.

Sergeant Meyer then suggested to the committee that they consider the use of State Administration Department, and that he's spoken with Curt Wheeling regarding this matter, about having that department take care of the maintenance and repair of our voting machine.

Martha McGee explained that we would need service at times, at odd times of the day (or night) and that they should be sure to inquire as to the availability of a person to do that should the need arise.

Diana Dowling said it would be convenient to have the use of the microphones in the interim, as there were meetings in the House Chambers during that time. Rep. Quilici pointed out that they were very expensive, and Speaker Gerke agreed that it wouldn't be a good idea to have them used in the interim for that reason.

The Sergeant-at-arms was assigned to investigate the possibilities of having Curt Wheeling's department maintain the voting machine and equipment in the House, and that at the next meeting they would look into it.

Rep. Magone inquired as to the parking for the Legislators, and mentioned the problems thereof. There was some discussion as to what type of sticker was to be used, and it was decided that the Sgt. would order the stickers-one per member. The members thought that Diana Dowling should have a parking spot, but Diana said a sticker for the session would suffice, as she did not wish to set a precedent, thereby causing other State officers to request one.

The Sergeant-at-arms then asked when he should actually bring some of his staff in, and was told he could do so on the 18th of December.

Diana Dowling asked the members about the letter-head stationery for the Representatives and the ordering thereof. It was determined that unless they particularly requested it, the regular stationery would be ordered and used. She further pointed out that in the Rules, as they now stand, it was up to the Business Manager to assign the committee rooms, and after some discussion, the members agreed that they would change that in re-writing HJR-#6 for introduction.

Diana then inquired as to the amount set for traveling expenses during the session. After some discussion, the members voted unanimously to allow \$75,000.00 to be set aside for that.

There was some discussion as to the number of telephones to be installed, and Diana pointed out that as of the first of January the rate was going to go up considerably, and that they should have all of the work done prior to that. Also discussed was the amount of money allowed for Representatives' telephone expenses, and after some discussion, the members voted unanimously to keep it at \$25.00 per month for the biennium. They further discussed whether or not to remove the telephones from the House entirely during the interum, and finally Rep. Ramirez suggested they get someone from the Telephone Company to come in and explain the pros and cons of leaving the phones in or having some remain. Martha would look into this matter and have a report by the next meeting.

Rep. Ramirez requested some dictating equipment, and the members agreed to provide him with some. He further requested that a partition be provided for his secretary's desk outside of his office. After some discussion, the members determined it would not be feasible for various reasons, mainly that there simply was not room in the lobby, and that in the past there had been a study made to correct this situation, but the space was so limited, and they determined at that time it would not be possible to provide a separate space for the secretary. It was suggested that they look around for another office space for the Minority Leader, but no definite conclusion was arrived at.

Speaker Gerke mentioned that some of the Legislators wished to have some of the names of the committees changed, and he was advised by Diana Dowling that it would be a matter of a simple House Resolution to make the change.

There being no further business, the meeting was adjourned until Friday, December 22, 1978, at 1:00 P.M. in the Council meeting room where this meeting was held.

Secretary, Zorka DaSilva

Jerry Metcalf, Chairman

AGENDA
House Administration Committee
December 15, 1978

1. Call to order by Chairman Jerry Metcalf
2. Introduction of House Mmembers and House Staff
3. Duties of Committee - Rep. Quilici
4. Speaker Gerke
5. Recommendations by Chief Clerk:
List of staff, applications and report
6. Recommendations by Sergeant-at-arms:
List of staff, applications and report
7. Diana Dowling -
8. John LaFavor —
9. Policy changes
10. Pre-session and past sessions appropriations
11. Further business
12. Adjournment

Recommended staff for the House of Representatives

Chief Clerk - Martha B. McGee

Sergeant -at- Arms - Dick Meyer

Chaplain -

Assistant Chief Clerk - Art Noonan ✓

Secretary to the Chief Clerk - Zorka Da Silva ✓

Secretary to the Assistant Chief Clerk - Pearl Greenblatt ✓

Clerk Typist - Kathy Anderson ✓

Bills Clerk - Pat Tyanich ✓

Assistant Bills Clerk - Sherrie Grace ✓

Reading Clerks- Mark Strahn, Tom Staple ✓

Steno Status - Bobbie Rentila ✓

Posting Clerk - Frank Harrison ✓

Journal Clerk - Jo Ann Owens ✓

Assistant Journal Clerk - Paula Stall ✓

Bills Coordinator - Shaun DeVine ✓

Assistant Bills Coordinator - Jane Powell ✓

Amendments Coordinator - Terri Blattspieler ✓

Assistant Amendments Coordinator - Tom Pelletier ✓

Secretary to Speaker - Bobbie Murphy ✓

Secretary to Majority Leader - Nancy Aagenes ✓

Secretary to Minority Leader - Martha Brass ✓

Secretary to Majority Whip - Pat Syskowski ✓

Legislative Printing - Beau Walters

Recommended Staff for the House of Representatives

Committee Secretaries

Agriculture - Judy Mook - Day ^(cf.) 0
Appropriations - Roberta Stipich - Bardanouve ✓
Business and Industry - Quilici 0
Education - Gilligan
Fish and Game - Staigmillers } 0
Highways - Baeth 0
Judiciary - Mary Ellen Connelly - Scully ✓
Labor - Williams 0
Public Health - Holmes 0
Local Government - Yvonne Borgman - Robbins ✓
Natural Resources - Emelia Satre - Shelden ✓
State Administration - Anita Sierke - Brand ✓
Taxation - Jo Lahti - Huennekens ✓

Chief Stenographer - Wanda Gough ✓

Assistant Chief Stenographer

6 Stenographers Helen Dunbar
 Nina Kosmas
 Cathy Martin
 Barbara Schuyler

Sub-committees

Proofreaders Martha Herlevi ✓
 Lewis Smith ✓
 Mary M. Gabse ✓
 Michelle T. Sparks ✓

Permanent page ?

2/2/72
L. J. ...
W. J. ...
W. J. ...



JOHN D. LaFAVER
LEGISLATIVE FISCAL ANALYST

STATE OF MONTANA

Office of the Legislative Fiscal Analyst

STATE CAPITOL
HELENA, MONTANA 59601
406/449-2906

December 15, 1978

TO: Representative Jerald L. Metcalf, Chairman
House Legislative Administration Committee

FROM: John D. LaFaver, Legislative Fiscal Analyst

SUBJECT: Legislative Attache Pay Increases

As your committee instructed, I have calculated pay scales for legislative attaches using the following assumptions.

1. Attache pay scales are to increase the same percentages and amounts the state pay plan increased since 1977;
2. Added health insurance contribution for regular state employees is added to attache wages (about 12¢ per hour);
3. Those employees that are retained from last session in the same job would receive an added step (or about 2.5 percent more increase than a new employee).

The enclosed table details the specific salaries entailed. It should be noted that some experienced employees were classified higher than step 1 last session. These employees, if retained, would receive a higher salary than shown.

Please let me know if you would like further information.

JDL:sl

Hourly Rates

<u>Grade-Step</u>	<u>Fiscal 1977</u>	<u>Committee Alternative</u>	
		<u>New Employee</u>	<u>Retained Employee</u>
1-6	\$ 2.32	\$ 2.88	\$ 2.88
5-1	2.99	3.53	3.61
6-1	3.28	3.82 ✓	3.91
7-1	3.61	4.14	4.24
8-1	3.95	4.49	4.59
9-1	4.34	4.87	4.99
10-1	4.76	5.30	5.42
11-1	5.22	5.76	5.89
12-1	5.73	6.27	6.41
14-1	6.89	7.43	7.60
17-1	9.10	9.63	9.86
19-1	10.95	11.49	11.75

Percentage Pay Increases

1-6	24.1%	24.1%
5-1	18.1	20.7
6-1	16.5	19.2
7-1	14.7	17.5
8-1	13.7	16.2
9-1	12.2	15.0
10-1	11.3	13.9
11-1	10.3	12.8
12-1	9.4	11.9
14-1	7.8	10.3
17-1	5.8	8.4
19-1	4.9	7.3

Change of Joint Rule 3-14

Due to the redefining of the office of Business Manager under the supervision of the Legislative Council, certain duties designated under Joint Rule 3-14 have been changed. The division of these duties will be between the Sergeant-at-Arms office and the Chief Clerk's office. These recommendations are based on the definition of each offices duties in rules 3-5 and 3-8.

Sergeant-At-Arms

Pre-Session duties

1. Order Supplies 3-14 (1) (a)
2. House Stationary 3-14 (1) (b) (i)
3. Name plates for desks 3-14 (b) (iv)
4. Clean all offices and chamber and committee rooms 3-14 (1) (d)
5. Order name tags for each legislator 3-14 (1) (k)
6. Prepare packets for legislator and distribute 3-14 (1) (L)
7. Order door plates 3-14 (1) (m)
8. Take control of furniture & legislative equipment 3-14 (1) (P)

During Session

1. Do payroll 3-14 (2) (a)
2. Order office supplies as required 3-14 (2) (c)

Following Session

1. Provide keys to council for all rooms 3-14 (3) (a)
2. Do complete inventory after session 3-14 (3) (d)

Chief Clerk

Pre-Session

1. Order necessary report forms 3-14 (1) (b) (ii)
2. Order voting paper for machine 3-14 (1) (b) (iii)
3. Voting machine and roll call - assure service plus sound system 3-14 (1) (J)

Chief Clerk Pre-Session Cont.

4. Interoffice forms - like Bills Books and Standing Committee forms
5. Prepare recommendation of proposed budget and expenditures 3-14 (1) (e)
6. Office equipment- typewriters, copy machines, etc. 3-14 (1) (f)
7. Requisition parking space and permits 3-14 (1) (g) *Sgt. at Arms*
8. Collect job applications 3-14 (1) (h)
9. Supervise installing of phone system 3-14 (1) (i)
10. Assign committee space 3-14 (1) (m) *leadership*
11. Arrange for printing of seating charts 3-14 (i) (0)

During Session

1. Do own payroll (2) (a)
2. Order office supplies and prepare claims for payment 2 (c) (d)

Post Session

1. Contracts for lease of equipment and supplies 3-15

Chief Clerk also recommends that the Legislative Council maintain during interim records of purchases, requisitions and service contracts.

M E M O R A N D U M

December 15, 1978

TO: Legislative Administrative Committee
FROM: Charles "Dick" Meyer, Sergeant-at-Arms
SUBJECT: Personnel for the 46th. Legislative Session

Recommend Hiring of Personnel in the following Categories:

Ass't. Sergeant-at-Arms:

Mr. Steve Carney -- Steve will work for several days, in order to train Mr. Stephen Huntington in the function of properly handling of the bills and journals in Room 353 - Legislative Chambers.

Mr. Stephen Huntington - Age 22 - Attended the University Of Montana, Missoula. He is recommended by; Mr. John Driscoll, Mr. J. D. Lynch and Dr. Richard C. Bowers - U of M.

Mr. Clyde Neu -- Age 72 -- Former Ass't. Sgt. at-Arms in both House and Senate. Mr. Neu has been in charge of supplies and committee rooms and other duties as assigned. Recommended by Rep. William Menahan.

Doormen:

Mr. Joe Langenfus -- Age 66 -- Former doorman during the 45th. Legislative Session. Recommended by Rep. Ken Robbins.

Mr. Clifford Cate -- Age 71 -- Former Lobbyist during 45th. Legislative Session. Recommended by Rep. Joe Brand.

Mr. Robert "Bob" Wilcox -- Alternative --
(If Needed)

Supply Clerk:

Mrs. Alice Hanley -- Age 62 -- No prior legislative experience. Bookkeeper and various work experience at Miners and Merchants Bank in Roundup, Mt. Recommended by Rep. Hershel Robbins, Roundup, Mt.

Security Guards:

Mr. Steve Clark -- Age 18
Mr. Joseph Upshaw -- Age 53
Mr. Michael Hager -- Age 19
Mr. Dale Pimley -- Age 19

Other:

Joe Tharion -

Mr. Tim Flynn -- Age 18

Mr. Flynn has been a page in the 45th. Legislative Session and could train the new pages and supervise their assigned duties. He also could be assigned other duties which would be beneficial to the legislators.

Pages:

I have approximately 30 applications for page work during the session and will have probably 100 more presented to me for assignment during the session.

I will hire pages on a weekly basis and assure a one-on-one distribution of page assignments for all legislators during the 46th. legislative session.

S.S. # for Pages (6 weeks)

M E M O R A N D U M

DECEMBER 15, 1978

TO: Legislative Administrative Committee
FROM: Charles "Dick" Meyer, Sgt.-at-Arms
SUBJECT: Security Guards, Proposed Work Schedule

Recommended Work Schedule for Security Guards - As Follows:
(If Applicable By State Law, Rules and/or Regulations)

1. Day Shift: 7:00am. to 3:00pm. -- Alternative --
8:00am. to 4:00pm.

Please Note: Due to traffic loads during the day;
I recommend, Security Guards Police
Grounds from 7:00am. to 9:00am. and
from 12:00noon to 2:00pm. and other
hours as assigned. Both North and
South sides of the Capitol Area.

Security Guards for the Dep't. of
Administration, tour the capitol
complex every two hours.

2. Afternoon Shift: 3:00pm. to 11:00pm. -- Alternative --
4:00pm. to 12:00midnight
3. Night Shift: 11:00pm. to 7:00am. -- Alternative --
12:00mid. to 8:00am.

REMARKS: Recommend, Security Guards hired who may attend
Colleges, Universities, Vo-Tech., and/or other ed-
ucational training; should be allowed to work four
hour shifts, thereby allowing them to have time to
study for class assignments the following day.

M E M O R A N D U M

December 15, 1973

TO: Legislative Administrative Committee

FROM: Charles "Dick" Meyer, Sergeant-at-Arms

SUBJECT: Communications, Maintenance, Costs

Recommended that the Division of Communications or Bureau of communications, of the Department of Administration; be hired to work with the present contracted firms, for the purpose of acquiring knowledge on all phases of operations, in regard to repair, replacement of equipment, parts, and any other phase relative to the communicative devices used by the House Of Representatives.

Please Note: The Communications Unit Charges:

Scheduled Services -- \$15.75 per hour

Non-Scheduled Services -- \$18.50 per hour

Recommend that the Communications Unit of the Department of Administration chief, Mr. Curt Wheeling be contacted and present the Legislative Administrative Committee with the qualifications and communicative services available to state government. I believe in the future; the costs of operating the electronic voting board, microphones, speakers and other communicative devices, could be greatly reduced.

Memorandum

TO:

House Speaker
Rose E. Weber, Executive Director
Legislative Council

FROM:

V. Harrison Lowe, Administrator
General Services Division

DATE:

SUBJECT: Your request for us to furnish a proposal to provide Parking Lot Attendants and Security Guards for the 45th Legislative Session.

We can recruit, hire, provide uniforms, training, and supervision as

follows:

<u>Position</u>	<u>From</u>	<u>To</u>	<u>Days</u>	<u>No. Emp.</u>
Parking Lot Attendant-Front	7:00 a.m.	3:00 p.m.	Mon.-Sat.	1.2
Parking Lot Attendant-Back	7:00 a.m.	3:00 p.m.	Mon.-Sat.	1.2
Security Guard-Senate	8:00 a.m.	4:00 p.m.	Mon.-Sun.	1.4
Security Guard-House	8:00 a.m.	4:00 p.m.	Mon.-Sun.	1.4
Security Guard-Senate	4:00 p.m.	12:01 a.m.	Mon.-Sun.	1.4
Security Guard-House	4:00 p.m.	12:01 a.m.	Mon.-Sun.	1.4
Security Guard-Senate	12:01 a.m.	8:00 a.m.	Mon.-Sun.	1.4
Security Guard-House	12:01 a.m.	8:00 a.m.	Mon.-Sun.	<u>1.4</u>
Total number of employees required				10.8

Grade 6, step 1 is \$3.285 per hour plus 20% employee benefits, uniforms, etc. is \$3.942 per hour; 40 hours per week-\$157.68; 10.8 employees-\$1,702.94 per week; 15 weeks-\$25,544.10-total cost for a 90 day session, plus or minus \$243.28 per day if session is more or less than 90 days.

Parking Lot Attendants should only be necessary from about 7:00-9:00 a.m. and from about 12:00-1:30 p.m. the rest of the time they could be utilized for moving supplies, furniture and equipment or performing other duties required by the Legislature.

Alternative Monthly Salary Rates (Does not include Insurance)

STEP

	1	2	3	4	5	6	7	8	9	10	11	12
1.0	3.000	3.000	2.726	2.769	2.813	2.868	2.925	2.984	3.044	3.003	3.123	3.184
1.5	3.013	3.030	2.925	2.984	3.044	3.103	3.169	3.231	3.294	3.337	3.350	3.424
2.0	3.044	3.106	3.169	3.231	3.294	3.363	3.433	3.502	3.572	3.617	3.664	3.712
2.5	3.294	3.363	3.433	3.502	3.572	3.645	3.717	3.796	3.875	3.929	3.981	4.033
3.0	3.572	3.645	3.717	3.796	3.875	3.950	4.041	4.126	4.212	4.269	4.325	4.381
3.5	3.875	3.958	4.041	4.126	4.212	4.301	4.391	4.483	4.576	4.638	4.701	4.767
4.0	4.212	4.301	4.391	4.483	4.576	4.675	4.774	4.876	4.979	5.048	5.117	5.189
4.5	4.576	4.675	4.774	4.876	4.979	5.097	5.196	5.309	5.421	5.497	5.573	5.651
5.0	4.979	5.097	5.196	5.309	5.421	5.540	5.659	5.781	5.903	5.986	6.068	6.153
5.5	5.200	5.313	5.427	5.545	5.662	5.786	5.910	6.040	6.170	6.256	6.342	6.431
6.0	5.421	5.540	5.659	5.781	5.903	6.032	6.161	6.299	6.438	6.527	6.616	6.709
6.5	5.663	5.786	5.910	6.040	6.170	6.306	6.443	6.586	6.730	6.824	6.917	7.014
7.0	5.903	6.032	6.161	6.299	6.433	6.579	6.722	6.870	7.019	7.118	7.217	7.318
7.5	6.170	6.306	6.443	6.586	6.730	6.877	7.026	7.181	7.336	7.441	7.545	7.651
8.0	6.439	6.579	6.722	6.870	7.019	7.174	7.329	7.491	7.653	7.762	7.871	7.981
8.5	6.730	6.877	7.026	7.181	7.336	7.500	7.664	7.833	8.003	8.117	8.231	8.346
9.0	7.019	7.174	7.329	7.491	7.653	7.825	7.997	8.175	8.353	8.472	8.590	8.710
9.5	7.353	7.510	7.683	7.849	8.013	8.178	8.344	8.509	8.674	8.799	8.924	9.042
10.0	7.653	7.810	7.983	8.149	8.313	8.478	8.644	8.809	8.974	9.100	9.224	9.342
10.5	7.953	8.110	8.284	8.449	8.613	8.778	8.943	9.108	9.273	9.400	9.524	9.642
11.0	8.253	8.410	8.584	8.749	8.913	9.078	9.243	9.408	9.573	9.700	9.824	9.942
11.5	8.553	8.710	8.884	9.049	9.213	9.378	9.543	9.708	9.873	10.000	10.124	10.242
12.0	8.853	9.010	9.184	9.349	9.513	9.678	9.843	10.008	10.173	10.300	10.424	10.542
12.5	9.153	9.310	9.484	9.649	9.813	9.978	10.143	10.308	10.473	10.600	10.724	10.842
13.0	9.453	9.610	9.784	9.949	10.113	10.278	10.443	10.608	10.773	10.900	11.024	11.142
13.5	9.753	9.910	10.084	10.249	10.413	10.578	10.743	10.908	11.073	11.200	11.324	11.442
14.0	10.053	10.210	10.384	10.549	10.713	10.878	11.043	11.208	11.373	11.500	11.624	11.742
14.5	10.353	10.510	10.684	10.849	11.013	11.178	11.343	11.508	11.673	11.800	11.924	12.042
15.0	10.653	10.810	10.984	11.149	11.313	11.478	11.643	11.808	11.973	12.100	12.224	12.342
15.5	10.953	11.110	11.284	11.449	11.613	11.778	11.943	12.108	12.273	12.400	12.524	12.642
16.0	11.253	11.410	11.584	11.749	11.913	12.078	12.243	12.408	12.573	12.700	12.824	12.942
16.5	11.553	11.710	11.884	12.049	12.213	12.378	12.543	12.708	12.873	13.000	13.124	13.242
17.0	11.853	12.010	12.184	12.349	12.513	12.678	12.843	13.008	13.173	13.300	13.424	13.542
17.5	12.153	12.310	12.484	12.649	12.813	12.978	13.143	13.308	13.473	13.600	13.724	13.842
18.0	12.453	12.610	12.784	12.949	13.113	13.278	13.443	13.608	13.773	13.900	14.024	14.142
18.5	12.753	12.910	13.084	13.249	13.413	13.578	13.743	13.908	14.073	14.200	14.324	14.442
19.0	13.053	13.210	13.384	13.549	13.713	13.878	14.043	14.208	14.373	14.500	14.624	14.742
19.5	13.353	13.510	13.684	13.849	14.013	14.178	14.343	14.508	14.673	14.800	14.924	15.042
20.0	13.653	13.810	13.984	14.149	14.313	14.478	14.643	14.808	14.973	15.100	15.224	15.342
20.5	13.953	14.110	14.284	14.449	14.613	14.778	14.943	15.108	15.273	15.400	15.524	15.642
21.0	14.253	14.410	14.584	14.749	14.913	15.078	15.243	15.408	15.573	15.700	15.824	15.942
21.5	14.553	14.710	14.884	15.049	15.213	15.378	15.543	15.708	15.873	16.000	16.124	16.242
22.0	14.853	15.010	15.184	15.349	15.513	15.678	15.843	16.008	16.173	16.300	16.424	16.542
22.5	15.153	15.310	15.484	15.649	15.813	15.978	16.143	16.308	16.473	16.600	16.724	16.842
23.0	15.453	15.610	15.784	15.949	16.113	16.278	16.443	16.608	16.773	16.900	17.024	17.142
23.5	15.753	15.910	16.084	16.249	16.413	16.578	16.743	16.908	17.073	17.200	17.324	17.442
24.0	16.053	16.210	16.384	16.549	16.713	16.878	17.043	17.208	17.373	17.500	17.624	17.742
24.5	16.353	16.510	16.684	16.849	17.013	17.178	17.343	17.508	17.673	17.800	17.924	18.042
25.0	16.653	16.810	16.984	17.149	17.313	17.478	17.643	17.808	17.973	18.100	18.224	18.342
25.5	16.953	17.110	17.284	17.449	17.613	17.778	17.943	18.108	18.273	18.400	18.524	18.642
26.0	17.253	17.410	17.584	17.749	17.913	18.078	18.243	18.408	18.573	18.700	18.824	18.942
26.5	17.553	17.710	17.884	18.049	18.213	18.378	18.543	18.708	18.873	19.000	19.124	19.242
27.0	17.853	18.010	18.184	18.349	18.513	18.678	18.843	19.008	19.173	19.300	19.424	19.542
27.5	18.153	18.310	18.484	18.649	18.813	18.978	19.143	19.308	19.473	19.600	19.724	19.842
28.0	18.453	18.610	18.784	18.949	19.113	19.278	19.443	19.608	19.773	19.900	20.024	20.142
28.5	18.753	18.910	19.084	19.249	19.413	19.578	19.743	19.908	20.073	20.200	20.324	20.442
29.0	19.053	19.210	19.384	19.549	19.713	19.878	20.043	20.208	20.373	20.500	20.624	20.742
29.5	19.353	19.510	19.684	19.849	20.013	20.178	20.343	20.508	20.673	20.800	20.924	21.042
30.0	19.653	19.810	19.984	20.149	20.313	20.478	20.643	20.808	20.973	21.100	21.224	21.342
30.5	19.953	20.110	20.284	20.449	20.613	20.778	20.943	21.108	21.273	21.400	21.524	21.642
31.0	20.253	20.410	20.584	20.749	20.913	21.078	21.243	21.408	21.573	21.700	21.824	21.942
31.5	20.553	20.710	20.884	21.049	21.213	21.378	21.543	21.708	21.873	22.000	22.124	22.242
32.0	20.853	21.010	21.184	21.349	21.513	21.678	21.843	22.008	22.173	22.300	22.424	22.542

Q. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

step

JANUARY

S	M	T	W	T	F	S
	①	2	3	4	5	6
7	8	9	10	11	12	13
14	15	✓16	17	18	19	20
21	22	23	24	25	26	27
28	29	✓30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	✓13	14	15	16	17
18	19	20	21	22	23	24
25	26	✓27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	✓13	14	15	16	17
18	19	20	21	22	23	24
25	26	✓27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	✓10	11	12	13	14
15	16	17	18	19	20	21
22	23	✓24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	✓8	9	10	11	12
13	14	15	16	17	18	19
20	21	✓22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	✓5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

To Martha Miller
Jerry Metcalf

12/1/78 Bud Hanel called. He has
found a new aid. A lady, Betty
Schutt. Last season his aid was
paid \$800. This season he told her
maybe \$850 - \$900 but needs Leg.
Admin $\frac{1}{2}$ decade, OK salary, etc.

Diana Dowling

Congratulations Jerry!

EMPLOYEE
TIME AND ATTENDANCE REPORT

HOUSE OF REPRESENTATIVES

STATE OF MONTANA

INSTRUCTIONS: COMPLETE HOURLY RECORD FOR EACH DAY WORKED

PERIOD ENDING

NAME: _____ (MONTH) _____ (DAY) _____ (YEAR)

SOCIAL SECURITY NO: _____

POSITION: _____

SAT	SUN	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL*

HOURS
WORKED

SAT	SUN	MON	TUES	WED	THUR	FRI	WEEKLY TOTAL*

* HOURS WORKED OVER 40 PER WEEK WILL BE PAID
AT TIME AND ONE HALF.

EMPLOYEE SIGNATURE

DIRECTOR SUPERVISOR / APPROVAL

PLEASE PRINT

House of Representatives

Position

NAME _____
Last First Initial

ADDRESS _____

(Zip Code)

SOCIAL SEC. NO. _____

BIRTH DATE _____
Mo. Day Year

EMPLOYMENT BEGINNING _____
Mo. Day Year

HELENA ADDRESS _____

HELENA PHONE _____

EMPLOYEE SIGNATURE _____

SUPERVISOR APPROVAL _____

SALARY \$ _____

DATE _____

GRADE _____ STEP _____

HOUSE JOINT RESOLUTION NO. 6

INTRODUCED BY QUILLICI, LUND

A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE STATE OF MONTANA PLACING LEGISLATIVE EMPLOYEES AND ATTACHES ON-THE-STATEWIDE-PAY-PLAN UNDER THE DIRECTION OF THE RESPECTIVE LEGISLATIVE ADMINISTRATION COMMITTEES USING THE STATEWIDE PAY PLAN AS A GUIDE.

WHEREAS, it is necessary to establish an orderly pay plan for legislative employees and attaches which recognizes the need to compensate those employees on a similar basis to other state employees.

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE STATE OF MONTANA:

(1) That the following positions are classified in the grades indicated:

Grade 12

Secretary of the Senate

Chief Clerk of the House

Grade 11

Sergeant at Arms

Grade 14

Chaplain

Grade 12

Assistant to Secretary of Senate

Assistant to Chief Clerk of House

Researcher II

Grade 11

Chief Stenographer

Bills Clerk

Journal Clerk

Assistant Sergeant at Arms

Grade 10

Bills Coordinator

Assistant Chief Stenographer

Assistant Journal Clerk

Assistant Bills Clerk

Secretary

Bills Distributor

Amendments Coordinator

Grade 9

Assistant Bills Coordinator

Researcher I

Grade 8

Assistant Bills Distributor

Reading Clerk

Grade 7

Stenographer

1 Supply Clerk

2 Posting Clerk

3 Grade 6

4 Typist

5 Proofreader

6 Clerk-Typist

7 Status Clerk

8 Grade 5

9 Parking Attendant

10 Watchman

11 Doorkeeper

12 Grade 1 - Step 6

13 Page

14 (2) That the personal aide to Representative Gould
15 shall be paid a salary of \$600 per month;

16 (3) That the chief clerk of the house, secretary of
17 the senate and sergeants at arms shall develop job
18 descriptions for the positions listed which shall contain
19 the minimum qualifications for each position. The
20 descriptions shall be approved by the respective legislative
21 administration committees;

22 (4) That the grades, steps and salaries authorized
23 thereto are those contained in the fiscal year 1977 pay
24 schedule approved by the 1975 legislature in House Joint
25 Resolution 37;

1 (5) That all positions classified below grade 17 shall
2 receive compensation for time worked beyond 40 hours per
3 week at the rate of time and a half. Such overtime shall be
4 approved by the respective legislative administration
5 committees or their designated representatives before the
6 overtime is worked;

7 (6) That positions classified at grade 17 and above
8 shall receive a salary for 40 hours per week regardless of
9 the number of hours worked;

10 (7) That the respective legislative administration
11 committees shall determine, USING THE STATEWIDE PAY PLAN, AS
12 A GUIDE, the appropriate step within the classified-grade
13 COMPENSATION for each employee based on previous experience;

14 (8) That no additional benefits such as sick pay,
15 vacation pay, state retirement contribution, state health
16 insurance contribution or longevity allowances are
17 authorized;

18 (9) That the distinction between researcher I and II
19 is that the higher position requires a college degree and
20 one year of research experience;

21 (10) That the chaplains shall be paid for two hours per
22 legislative day served.

-End-

PROPOSED LEGISLATIVE ATTACHE STAFF -- 1979 Positions - Grade & Step Levels

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matrix Proposed Level</u>
Clerk	20	3	441.80	525 per week
sergeant-at-Arms	17	6	360.00	425 per week
plain	14	2		15.20 per day
Assistant Chief Clerk	12	5	6.29	6.722 + .12 = 6.84
	12	6		6.87 + .12 = 6.99
Bills Clerk	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41
Assistant Bills Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Journal Clerk	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41
Assistant Journal Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Info/Status Input Tech	7	11	4.47	4.979 + .12 = 5.09
	7	12		5.048 + .12 = 5.16
ing Clerks	8	3	4.14	4.576 + .12 = 4.69
	8	4		4.675 + .12 = 4.79
ing Clerk	7	10	3.95	4.876 + .12 = 4.9
	7	11		4.97 + .12 = 5.09
Bills Coordinator	10	2	4.87	5.30 + .12 = 5.42
	10	3		5.42 + .12 = 5.54
Assistant Bills Coordinator	9	3	4.55	4.979 + .12 = 5.09
	9	4		5.087 + .12 = 5.20
proofreaders	6	3	3.44	3.875 + .12 = 3.99
	6	4		3.95 + .12 = 4.07
proofreaders	6	2	3.36	3.792 + .12 = 3.91
	6	3		3.875 + .12 = 3.99
proofreaders	6	1	3.28	3.70 + .12 = 3.82
es	1	6	2.32	2.769 + .12 = 2.88
	1	7		2.813 + .12 = 2.93
Chief Stenographer	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matr Proposed Level</u>
Assistant Chief Stenographer	10	4	5.10	5.540 + .12 = 5.660
	10	5		5.659 + .12 = 5.779
Stenographers	7	6	4.04	4.483 + .12 = 4.603
	7	7		4.576 + .12 = 4.696
Stenographers	7	11	4.47	4.979 + .12 = 5.099
	7	12		5.048 + .12 = 5.168
Researchers II	12	3	6.00	6.438 + .12 = 6.558
	12	4		6.577 + .12 = 6.697
Researchers I	9	11	5.38	5.903 + .12 = 6.023
	9	12		5.986 + .12 = 6.106
Committee Secretaries (Light Work Load)	10	1	4.76	5.180 + .12 = 5.300
	10	2		5.30 + .12 = 5.420
Committee Secretaries (Experienced-Heavy Work Load)	10	6	5.34	5.781 + .12 = 5.901
	10	7		5.903 + .12 = 6.023
Secretaries to Officers Speaker	10	8	5.60	6.032 + .12 = 6.152
	10	9		6.16 + .12 = 6.280
Majority	10	7	5.47	5.903 + .12 = 6.023
	10	8		6.032 + .12 = 6.152
Minority	10	8	5.60	6.032 + .12 = 6.152
	10	9		6.16 + .12 = 6.280
Chief Clerk	10	8	5.60	6.032 + .12 = 6.152
	10	9		6.16 + .12 = 6.280
Majority Whip	10	6	5.34	5.781 + .12 = 5.901
	10	7	5.47	5.90 + .12 = 6.020
Assistant Secretary to Minority Leader	10	6	5.34	5.781 + .12 = 5.901
	10	7	5.47	5.90 + .12 = 6.020
Secretary to the Assistant Chief Clerk	10	6	5.34	5.781 + .12 = 5.901
	10	7	5.47	5.90 + .12 = 6.020
Clerk Typists	6	1	3.28	3.705 + .12 = 3.825
	6	2		3.792 + .12 = 3.912
Amendments Coordinator	10	1	5.30	5.18 + .12 = 5.300
	10	2	4.87	5.30 + .12 = 5.420
Assistant Amendments Coordinator	8	3	4.14	4.576 + .12 = 4.696
	8	4		4.67 + .12 = 4.790

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matr</u> <u>Proposed Level</u>
id to Representative Bud Gould				900 per month
Assistant Sergeant-at-Arms	11	1	5.34	5.640 + .12 = 5.
	11	2		5.77 + .12 = 5.
oorman	5	3	3.13	3.572 + .12 = 3.
	5	4		3.64 + .12 = 3.
	5	2		3.495 + .12 = 3.
	5	1	2.99	3.415 + .12 = 3.
ecurity Guards	5	1	2.99	3.415 + .12 = 3.
upervisory Page	5	2		
	5	1	2.99	

PROPOSED LEGISLATIVE ATTACHE STAFF -- 1979 Positions - Grade & Step Levels

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matrl</u> <u>Proposed Level</u>
Chief Clerk	20	3	441.80	525 per week
Sergeant-at-Arms	17	6	360.00	425 per week
Chaplain	14	2		15.20 per day
Assistant Chief Clerk	12	5	6.29	6.722 + .12 = 6.84
	12	6		6.87 + .12 = 6.99
Bills Clerk	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41
Assistant Bills Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Journal Clerk	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41
Assistant Journal Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Steno/Status Input Tech	7	11	4.47	4.979 + .12 = 5.09
	7	12		5.048 + .12 = 5.17
Reading Clerks	8	3	4.14	4.576 + .12 = 4.69
	8	4		4.675 + .12 = 4.79
Posting Clerk	7	10	3.95	4.876 + .12 = 4.99
	7	11		4.97 + .12 = 5.09
Bills Coordinator	10	2	4.87	5.30 + .12 = 5.42
	10	3		5.42 + .12 = 5.54
Assistant Bills Coordinator	9	3	4.55	4.979 + .12 = 5.09
	9	4		5.087 + .12 = 5.21
Proofreaders	6	3	3.44	3.875 + .12 = 3.99
	6	4		3.95 + .12 = 4.07
Proofreaders	6	2	3.36	3.792 + .12 = 3.91
	6	3		3.875 + .12 = 3.99
Proofreaders	6	1	3.28	3.70 + .12 = 3.82
Pages	1	6	2.32	2.769 + .12 = 2.89
	1	7		2.813 + .12 = 2.93
Chief Stenographer	11	5	5.73	6.161 + .12 = 6.28
	11	6		6.29 + .12 = 6.41

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1977 Matrix Proposed Level</u>
Assistant Chief Stenographer	10	4	5.10	5.540 + .12 = 5.6
	10	5		5.659 + .12 = 5.7
Stenographers	7	6	4.04	4.483 + .12 = 4.6
	7	7		4.576 + .12 = 4.6
Stenographers	7	11	4.47	4.979 + .12 = 5.0
	7	12		5.048 + .12 = 5.1
Researchers II	12	3	6.00	6.438 + .12 = 6.5
	12	4		6.577 + .12 = 6.6
Researchers I	9	11	5.38	5.903 + .12 = 6.0
	9	12		5.986 + .12 = 6.1
Committee Secretaries	10	1	4.76	5.180 + .12 = 5.3
(Light Work Load)	10	2		5.30 + .12 = 5.4
Committee Secretaries	10	6	5.34	5.781 + .12 = 5.9
(Experienced-Heavy Work Load)	10	7		5.903 + .12 = 6.0
Secretaries to Officers	10	8	5.60	6.032 + .12 = 6.1
Speaker	10	9		6.16 + .12 = 6.2
Majority	10	7	5.47	5.903 + .12 = 6.0
	10	8		6.032 + .12 = 6.1
Minority	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Chief Clerk	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Majority Whip	10	6	5.34	5.781 + .12 = 5.9
	10	7	5.47	5.90 + .12 = 6.0
Assistant Secretary to	10	6	5.34	5.781 + .12 = 5.9
Minority Leader	10	7	5.47	5.90 + .12 = 6.0
Secretary to the Assistant	10	6	5.34	5.781 + .12 = 5.9
Chief Clerk	10	7	5.47	5.90 + .12 = 6.0
Clerk Typists	6	1	3.28	3.705 + .12 = 3.8
	6	2		3.792 + .12 = 3.9
Amendments Coordinator	10	1	5.30	5.18 + .12 = 5.3
	10	2	4.87	5.30 + .12 = 5.4
Assistant Amendments Coordinator	8	3	4.14	4.576 + .12 = 4.6
	8	4		4.67 + .12 = 4.7

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	Fiscal 1977 Matrix <u>Proposed Level</u>
Aid to Representative Bud Gould				900 per month
Assistant Sergeant-at-Arms	11	1	5.34	5.640 + .12 = 5.76
	11	2		5.77 + .12 = 5.89
Doorman	5	3	3.13	3.572 + .12 = 3.692
	5	4		3.64 + .12 = 3.76
	5	2		3.495 + .12 = 3.615
	5	1	2.99	3.415 + .12 = 3.535
Page Supervisor	5			